

Approved For Release 2005/07/13 : CIA-RDP70-00211R000800050002-5

UNITED STATES GOVERNMENT

Memorandum

TO : CIA Records Administration Officer

RC-M-63-101

DATE: 13 December 1963

FROM : Special Assistant to the Executive Officer/OC

SUBJECT: Office of Communications Disposition Schedule

1. The Office of Communications publication BYFILE contains the disposition schedule for all record material created or received by the QC.

2. OC Archive Records forwarded to the Records Center contain the disposition "To be Reviewed in date". Also the date appears in the Suspense block.

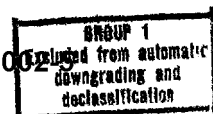
3. The above is still current. However, a review of all schedules is now in process and any changes will be forwarded to you when completed.

25X1

Distribution:
Original and 1-Addressee

*Since discussing this with you, I personally rechecked some records at random and find in some instances the suspense date has been omitted. All records will be reviewed and where necessary a suspense date will be forwarded to the Records Center.

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